

COMMUNICATION INTERN - JOB DESCRIPTION

City Hall is a complex, fast-paced working environment. Employees of the City of Eastvale are expected to exercise professionalism and courtesy, and must work efficiently and in accordance to applicable laws, codes, and regulations. Attention to detail is required.

DEFINITION

Under general supervision, assist with conducting activities. Activities may include but are not limited to assisting in drafting and writing press releases, maintaining the City's website and social media platforms, researching various aspects pertaining to the City of Eastvale, drafting flyers, organizing/managing events and attending meetings.

The position begins March 7, 2016 and ends May 5, 2016. You are expected to work 15-19 hours per week and the position is unpaid. The position is not to exceed six months from the start date.

City Hall hours are Monday - Thursday from 7:30 a.m. - 5:30 p.m. City Hall is closed every Friday.

COMMUNICATION INTERN DUTIES AND RESPONSIBILITIES

Under supervision of the Public Information Officer (PIO), the Senior Administrative Analyst and/or the City Manager, the Communication Intern may be required to:

- Write news announcements;
- Attend City meetings and events;
- Escort media personnel within government facilities to conduct interviews or take photographs;
- Maintain an archive of press material relating to the City;
- Maintain the City of Eastvale's social media and website;
- Answer phone calls from citizens;
- Write/place newspaper, radio, and/or television ads;
- Research and report writing;
- Write/publish the City newsletter; and,
- Other tasks as assigned by City Manager or Public Information Officer.

QUALIFICATIONS & SKILLS REQUIRED

- Cheerful presence and people skills, with an emphasis on professionalism, honesty, confidentiality, integrity, accountability, and transparency;
- Strong verbal and written communication skills, including public speaking and familiarity with Associated Press style, as well as strong grammar, spelling, and punctuation skills;
- Dependable and highly organized with business maturity, discretion, enthusiasm, and a positive attitude;
- Technologically literate with strong computer skills including familiarity with Microsoft Word, Excel, Publisher, Adobe (including Photoshop);
- Photography and videography skills desirable;

- Proficient Internet skills, including use of e-mail programs and group messaging;
- Strong organizational and record-keeping skills with high level of attention to detail;
- Skill in establishing priorities and managing workload;
- Ability to follow directions;
- Bilingual desirable; and
- Graphic design experience desirable.

EXPERIENCE, TRAINING, AND LICENSE

A combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: No prior local government experience as a Public Information Officer required.

Education: Enrollment in an accredited school for either graduate or undergraduate program is required. Area of degree emphasis in Business Administration, Public Administration, Public Relations, Communication or other closely related field is highly desired.

License/Certificate: Possession of, or ability to obtain, an appropriate, valid California driver's license.

ADDITIONAL CONSIDERATIONS

The role of a Communication Intern may sometimes require physical labor. This labor may include, but is not limited to:

- Bending, kneeling, or standing for a variety of time periods;
- Lifting boxes, files, or other office items;
- Outdoor activities, which may be conducted in inclement weather; and
- Exposure to common office chemicals, such as ink, toner, and cleaning supplies.
- Travel may be required.
- Non-traditional work hours may be required in order to accommodate special City events. These hours may include, but are not limited to: weekends, evenings, and holidays.

NON-DISCRIMINATION AND HARASSMENT POLICY

The City of Eastvale will not tolerate unlawful discrimination and/or harassment. All forms of discrimination and harassment are prohibited.